



Vacancy Pack
Headteacher, Halling Primary School



Aletheia

Anglican Academies
Trust





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Our vision

Aletheia schools welcome those of all faiths and none and are proud of the inclusive nature and diversity of each cohort. Aletheia schools are motivated by Christian values to serve our communities by improving the life chances of local children. Our schools seek to embody the experience of community, where gifts are shared, where the emphasis is on what can be contributed and where each is given according to need. At the heart of the Aletheia vision are the belief in educational excellence and the belief that Aletheia is called to serve pupils, staff, parents and the local community by providing places where children and young people develop and thrive intellectually, socially, culturally and spiritually.

AAAT will deliver its vision by:

- Developing a Trust for all ages /phases of education, with member schools working in partnership and learning from each other.
- Promoting an ethos based on a belief in the value and potential of every student to achieve excellence academically and in their wider studies and become fully the best person they can be.
- Pursuing educational excellence, so that outcomes for all learners are as good as they can be.
- Creating strong leadership at all levels that impacts effectively on academy performance.
- Providing a sustainable model to support a self-improving school system.

Our Schools



Horton Kirby Church of England Primary School

Number of pupils: 264

[Click here for the Horton Kirby school website](#)



Shorne Church of England Primary School

Number of pupils: 210

[Click here for the Shorne school website](#)



Saint George's Church of England School

Number of pupils: 1146

[Click here for the Saint George's school website](#)



Rosherville Church of England Primary School

Number of pupils: 143

[Click here for the Rosherville school website](#)



St Botolph's Church of England School

Number of pupils: 449

[Click here for the St Botolph's school website](#)



Sutton-At-Hone Church of England Primary School

Number of pupils: 409

[Click here for the Sutton-At-Hone school website](#)



Stone St Mary's Church of England Primary School

Number of pupils: 635

[Click here for the Stone St Mary's school website](#)

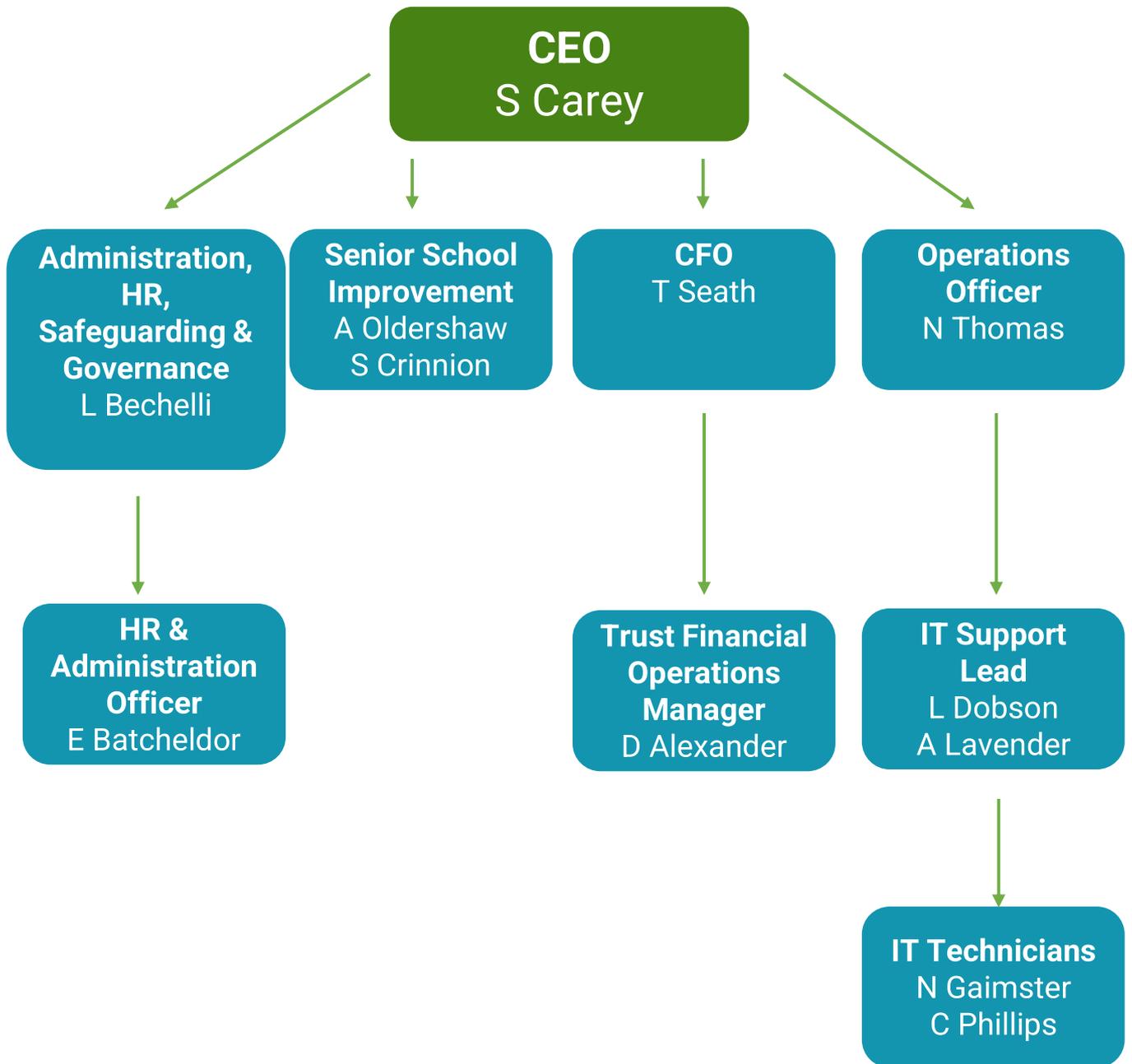


Holy Trinity Church of England Voluntarily Aided Primary School

Number of pupils: 488

[Click here for the Holy Trinity school website](#)

Our Team



About Halling Primary School

Our school is at the heart of the thriving, ever growing village of Halling.

Halling Primary School became part of the Cliffe Woods Academy Trust in April 2019. As an academy, we are funded directly from the government rather than from the Local Authority – Medway Council.

Our school is set in extensive grounds, with a large field, adventure playground and forest school. During forest school, pupils learn a wide range of skills that enhance what they develop in the curriculum. Children learn to become problem solvers, resilient and independent which are fundamental both in and out of school.

Our curriculum enables pupils to develop spiritually, morally, socially and culturally, as well as learning – through British Values – how to be effective citizens in society.

Through using the Chris Quigley Education approach to the curriculum, our children gain the subject knowledge, skills and understanding appropriate to their stage of development.

At Halling Primary School, we have committed governors, who are truly passionate about the school. The governors take an active part by attending a range of functions, visiting classes and working alongside staff to ensure the best possible outcomes for our children.



Job Description

Halling Primary School

Headteacher - Job Description

Grade: Leadership scale: L14-L20

Responsible to: The Governing Body of the school and the Executive Headteacher, Aletheia Anglican Academies Trust (AAAT)

Purpose of the Job

- To be responsible for the day-to-day professional leadership and management of the school; within the context of local and national guidance and legislation; and in consultation with the Executive Headteacher and the Governing Body
- To promote an environment which achieves high standards in all areas of the school's work
- To manage and organise the school to meet its aims and targets
- To evaluate the school's performance (working with others) and identify the priorities for continuous improvement and raising standards
- To help secure the commitment of the wider community to the school.

Main duties and responsibilities

- To be the lead professional and positive role model within our community-taking responsibility for the leadership, internal organisation, management and control of the school and consulting appropriately in doing so
- To work to an agreed vision, underpinned by clear values which will be evident throughout the school. Ensure that the vision for the school is clearly articulated, shared, understood and acted upon effectively by all through the translation of the vision into agreed objectives and operational plans which will promote and sustain school improvement
- To have direct impact in raising achievements to the highest level for all children through uncompromising high ambition, with a particular focus on closing the gap for disadvantaged pupils
- To lead by example in determining the professional conduct and practice of teachers to the highest standard
- To enable a climate in the school which enables all pupils to display exemplary behaviour
- To be a positive role model in helping others recognise difference and respect cultural diversity within contemporary Britain
- To have ambition and seize opportunities for the school to share good practice and expertise, learning from others beyond its boundaries
- To have responsibility for safeguarding and child protection practices

Qualities and Knowledge

- Hold and articulate clear values and moral purpose, focused on providing a world-class education for the pupils who will be served by Halling Primary School.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards pupils, and towards parents, governors and the local community.
- Lead by example -with integrity, creativity, resilience, and clarity- drawing on your own scholarship, expertise and skills, and that of those around you to motivate others and create a shared culture and positive climate
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development.
- Work with political and financial astuteness, within a clear set of principles centred on the school's vision, ably translating Academy, local and national policy into the school's context
- Communicate compellingly the school's vision and drive the strategic leadership, empowering all pupils and staff to excel, while ensuring that strategic planning takes account of the diversity, values and experience of the school and the community at large.

Job Description (continued)

Pupils and Staff

- To provide inspiration and strong strategic leadership to the teaching team to ensure that the school delivers the highest standards of learning across all areas
- Demand ambitious standards for all pupils through a consistent and continuous school-wide focus on pupils' achievement; overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes.
- Secure excellent teaching through an analytical understanding of how pupils learn and of the core features of successful classroom practice and curriculum design, leading to rich curriculum opportunities and pupils' well-being.
- Create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning.
- Hold all staff to account for their professional conduct and practice.
- Safeguarding: To serve as, or supervise the work of the Designated Safeguarding Lead; to coordinate and lead staff induction and INSET to ensure best practice in safeguarding; and to review the school's safeguarding policy and procedures annually

Systems and Process

- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose, upholding the principles of transparency, integrity and probity.
- Provide a safe, calm and well-ordered environment for all pupils and staff, focused on safeguarding pupils and developing their exemplary behaviour in school and in the wider society.
- Establish rigorous, fair and transparent systems and measures for managing the performance of all staff, addressing any under-performance, supporting staff to improve and valuing excellent practice.
- Welcome strong governance and actively support the governing body to understand its role and deliver its functions effectively - in particular its functions to set school strategy and hold the headteacher to account for pupil, staff and financial performance.
- Working with AAAT central services, exercise strategic, curriculum-led financial and resource planning to ensure the equitable deployment of budgets, personnel, resources and accommodation, in the best interests of pupils' achievements and the school's sustainability.
- Distribute leadership throughout the organisation, forging teams of colleagues who have distinct roles and responsibilities and hold each other to account for their decision making.
- To exercise responsibilities under the Health and Safety at work legislation. Ensure that the Health and Safety policy is reviewed annually and be responsible for ensuring staff deploy best practice
- To manage the day-to-day security and effective supervision of the school buildings, their contents and the school grounds

Job Description (continued)

The self-improving school system

- Create an outward-facing school which works with other schools and organisations - in a climate of mutual challenge - to champion best practice and secure excellent achievements for all pupils.
- Develop effective relationships with fellow professionals and colleagues throughout AAAT schools and in other public services, to improve academic and social outcomes for all pupils.
- Challenge educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving schools.
- Shape the current and future quality of the teaching profession through high quality training and sustained professional development for all staff.
- Model entrepreneurial and innovative approaches to service improvement, leadership and governance, confident of the vital contribution of internal and external accountability.
- Inspire and influence others -within and beyond school – to believe in the fundamental importance of education in young people's lives and to promote the value of education.

Other

- The Headteacher will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Governing Body and the Executive Headteacher

Person Specification

Halling Primary School

Headteacher -Person Specification

Qualifications

- Qualified Teacher Status
- Evidence of continuing, further professional development in preparation for educational leadership

Experience

- Evidence of successful, substantial senior leadership at headship or deputy headship level
- Evidence of successfully managing significant change within an organisation in a constructive and sensitive manner, including the transition to Academy status within a Multi-Academy Trust
- Evidence of successfully analysing data and drawing up improvement plans which are monitored and evaluated and result in measurable improvement
- Evidence of driving up standards of teaching and learning to ensure excellent outcomes for pupils including reducing the gap for disadvantaged pupil groups
- Evidence of effectively promoting and implementing the processes necessary to safeguard and promote the welfare of children
- Evidence of successfully developing and maintaining a fair and open workplace culture, and an ability to manage conflict positively
- Evidence of successful management of staff performance including supervision, target setting and capability and or conduct management procedures.
- Evidence of successful collaborative working and the development of partnerships in order to develop with key stakeholders e.g. colleague headteachers (within and outside Academy structures), LA Officers, and voluntary sector
- Evidence of effective working with vulnerable families and with multi-agency teams to develop integrated programmes of support for children with a range of barriers to their learning
- To have the ability to ensure an inclusive environment, taking account of the richness and diversity of the school community, promoting positive strategies for challenging prejudice
- Evidence of creativity, innovation and the use of appropriate new technologies to achieve excellence in academic matters and pastoral care
- Evidence of building and maintaining effective relationships with parents and the broader community to develop a committed, enthusiastic and supportive environment for the school
- Evidence of successfully developing a range of non-curriculum activities (e.g. lunch and after-school activities) for pupils, encouraging broader engagement with the school
- Proactive in generating fundraising opportunities

Skills and abilities

- Ability to think strategically and work with the Governing Body to set, communicate and implement a compelling vision for the school
- Ability to conduct rigorous school self-review and combine with external evaluation in order to develop the school
- Ability to develop a strategic plan, incorporating school improvement priorities within the approved (delegated) budget
- Ability to inspire and encourage independent learning for very child, within and beyond the classroom
- Ability to manage and monitor budgets and deploy human resources
- Ability to establish and develop appropriate systems and structures for the efficient and effective operation of the school
- Ability to develop leadership capacity and skills within teams and individuals, including appropriate delegation of responsibilities and tasks

Person Specification (continued)

- Ability to work under pressure, determine priorities and meet deadlines- highly organised, with the ability to anticipate and manage in a complex and changing environment
- Ability to travel in a timely and efficient manner to meet the needs of the post
- Ability to display a creative, solution focused and positive approach to challenges
- The ability to lead across a range of settings with optimism and confidence, continually building and developing positive relationships
- To be articulate and approachable with excellent communication skills both verbally and in writing

Knowledge

- A sound knowledge and understanding of the whole primary phase including Early Years
- A sound knowledge and understanding of the barriers to learning and inclusion experienced by children and young people
- A sound knowledge of a range of school improvement strategies which accelerate progress rates and close gaps for disadvantaged pupils
- Clear understanding of how to work positively with the Governing Body

Personal Qualities and Attributes

- A person with a passion for children's learning and development with a commitment to securing the best outcomes for children
- A caring, people person who is approachable, empathetic and who demonstrates commitment to the well-being of staff as well and children
- A person who is collegiate in approach, who works well with others in local networks and communities
- A person with energy and initiative who manages their own time effectively in order to achieve challenging goals

Application Process

Headteacher

Salary: Leadership L14-L20

Permanent

Required to start January 2022 or Easter 2022

Halling Primary School is located in the attractive village of Halling, situated beside the River Medway between Snodland and Cuxton. There are good transport links with easy access to the M2 and the M20, as well as the recently opened bridge across to Wouldham and Burham.

We currently have 328 pupils on roll and have recently expanded to two form entry. Halling Primary School is a popular community school with strong local links and a place at the heart of a thriving village. We have a child-centred ethos and a curriculum that supports learning for life. The school has an outstanding outdoor environment featuring our own Forest School area, pond, wildlife area, outdoor classroom and an all-weather sports area.

Halling Primary School has a good OFSTED rating with outstanding behaviour and safeguarding and an outstanding Early Years Foundation Stage. Our staff are committed, friendly and reflective, always striving to achieve the very best outcomes for all of our children. All that we do is underpinned by our core values: compassion; integrity; thankfulness; respect and resilience. These values enable all our pupils to gain the skills, knowledge, attributes and mindset needed to succeed in an ever-changing society.

The Governors of Halling Primary School are seeking to appoint a Headteacher who will undertake the day to day running of the school, working closely with the Executive Headteacher.

Halling Primary School is currently part of the Cliffe Woods Academy Trust, however the Trust will be joining the Aletheia Anglican Academies Trust in January 2022.

This is a wonderful opportunity for a successful leader who is looking to develop their career at this well thought of school.

We are looking for a candidate who has:

- A proven track record of school improvement and is currently a Deputy or above.
- A proven ability to work both independently and lead a team
- Excellent interpersonal and communication skills
- Ability to develop and implement a shared vision across our partnership
- Initiative, imagination, creativity and a positive approach
- Knowledge of current developments in EYFS, KS1 and KS2
- Is willing to contribute to the full life of the school

In return we can offer a genuine commitment to your continuing professional development within a truly inclusive, forward thinking Academy Trust with supportive staff and governors.

Please download a vacancy pack and application form below and return your application by e-mail to Laura Bechelli at bechellil@aat.uk .

Closing date: Friday 1st October 2021 at 12 noon.

Interview Date: Monday 11th and Tuesday 12th October 2021

Halling Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The appointment is subject to satisfactory references, medical clearance and an enhanced DBS check.